



The Superior Court of California  
County Of San Diego

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JOB ANNOUNCEMENT

**COURT REPORTER SUPERVISOR**  
**Examination No. 07-032**

- SALARY RANGE:** \$3,323.20 - \$4,039.20 bi-weekly; \$86,403.20 - \$105,019.20 annually; effective 6/22/07.
- FILING DEADLINE:** Applications will be accepted until 5:00 p.m. on **Tuesday, July 3, 2007.**
- LOCATION:** San Diego Superior Court is seeking qualified individuals to fill a vacancy in the East County Division in El Cajon. Incumbent may be required to travel to various court locations throughout San Diego County. The eligible list established as a result of this recruitment may be used to fill future vacancies.
- JOB SUMMARY:** Court Reporter Supervisors are responsible for staffing within assigned courts and full scope supervision of Court Reporters. Incumbents coordinate courtroom coverage and assign Court Reporters to court departments; arrange *pro tempore* reporter services; draft court reporting policies and procedures; review and approve court reporter billings; reconcile claims with assignment records; oversee maintenance and storage of Court Reporter records; notify reporters of transcript requests; develop budget submissions requiring justification; and review accounting reports. Court Reporter Supervisors provide reporter services as needed to support trial calendars. **Note: Candidates who applied under Exam No. 07-016 or 07-023 do not need to re-apply under this examination number.**
- REQUIREMENTS:** Requires five years of court reporting experience and a Certified Shorthand Reporter (CSR) certificate issued by the California Department of Consumers Affairs Court Reporters Board. Incumbents must also own and maintain appropriate equipment for transcription of court proceedings. **Note:** A Certified Manager of Reporting Services Certification issued by the National Court Reporters Association may substitute for two years of experience.
- EVALUATION AND SELECTION FACTORS:** Factors to be evaluated include: knowledge of supervisory principles, practices and techniques; laws, local rules and practice relating to court reporting and transcription; program management practices; legal terminology, court operations and courtroom procedure; courtroom etiquette and conventions; court reporting computer software; grammar, spelling, filing and arithmetic; and modern office methods. Other factors include the ability to assess judicial officer needs and the complexity and difficulty of trial assignments; plan, organize and manage program operations; supervise, train, and review the work of others; evaluate program procedures and effectiveness and implement program changes; simultaneously listen to and make verbatim record of court proceedings; operate and maintain reporting and/or computer equipment; apply technical procedures involving codes, specialized vocabulary, legal forms, and organization of data; proofread and edit documents; establish and maintain effective working relationships with superiors, peers and the general public.
- SELECTION PROCESS:** Qualified applicants will be placed on an eligible list based on the information contained in the employment application and supplemental application forms.
- HOW TO APPLY:** Applicants must complete and submit a Superior Court employment application, supplemental application form, background investigation form and pre-employment disclosure statement. Application materials are available at San Diego Superior Court Personnel, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; or by calling (619) 531-3390. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attention: Personnel, P. O.

BOX 122724, SAN DIEGO, CA 92112-2724.

Class No. 0542

ASSIGNED ANALYST: Michelle Winchell / June 19, 2007

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## GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated above represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Personnel of special needs in advance of the examination.

**Personnel Office:** The Superior Court Personnel Office is located at the Hall of Justice, 330 West Broadway, Room 251, in Downtown San Diego.

**Hours of Operation:** The Personnel Office is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

**Mailing Address:** San Diego Superior Court, Attn: Personnel, P.O. Box 122724, San Diego, CA 92112-2724. The County Mail Stop is C-44.

**Phone Numbers:** The business office phone number is (619) 531-4053. The recorded telephone number to request an application is and the 24-hour job line is (619) 531-3390. The fax number is (619) 531-3386.

**Website:** Job opportunities are listed on the Superior Court website at: [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov)  
The application form is available at this site in Adobe PDF format.

**Employment Applications:** Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

**Application Filing Deadlines:** The Personnel Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

**Examination Numbers:** Applicants are limited to one application and may not reapply under the same examination number.

**Series Statement:** Applications are accepted on a continuous basis as determined by employment needs. Applicants may only take the examination once under the specific examination number. Applicants who are successful on the written examination will have their name placed on the Eligible List in score order regardless of test date.

**Application Information Change(s):** Applicants are responsible for submitting changes in their application information such as **address or phone number changes in writing**.

**Eligible Lists:** After successfully completing the entire examination process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

**Documentation:** Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

**Medical Examination:** Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

**Background Investigation:** Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

**Work History:** False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

**Starting Salary:** New employees usually start at a step within the salary range that is commensurate with their background, experience, education, and training.

**Vacation:** New employees accrue vacation at a rate of fifteen (15) days per year.

**Holidays:** The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

**Sick Leave:** On approval of excused absence, eligible employees may use accrued sick leave.

**Retirement:** Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security. This is a 3% @ 60 retirement program.

**Health Insurance:** Superior Court employees are provided a cafeteria-style flexible benefits plan which offers health, dental and vision coverage.

**Life Insurance:** A group rate life insurance program is available.

**Additional Benefits:** Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

**Employee Status:** Superior Court employees in this classification serve a one-year probationary period and are governed by the San Diego Superior Court Personnel Rules.

SAN DIEGO SUPERIOR COURT  
ATTN.: Personnel Division  
POST OFFICE BOX 122724  
SAN DIEGO, CA 92112-2724

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